



**U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Recruiting Bulletin**

ISSUE DATE: May 5, 2008
CLOSING DATE: May 16, 2008

Recruiting Bulletin No. AF-RCC-30-08-018

**Information Technology Specialist
GG-0301-5/7/9/11/12
Salary Range: \$31,186 – \$89,085**

NUMBER OF POSITIONS: **Few**

EXCEPTED SERVICE APPOINTMENT: This is a two year Schedule A time-limited appointment with a possible two years extension.

AREA OF CONSIDERATION: Dallas Regional Census Center

WHO MAY APPLY: All Current Census Employees

All current census employees serving on an appointment of longer than one-year (i.e., time limited, indefinite, or competitive) appointment.

- **Must submit a separate completed Application for each grade level applied.**
- Applicant must submit an OF-306 with the application. Please visit OPM website:
http://www.opm.gov/forms/pdf_fill/of0306.pdf

Please note: All current employees on a less than one year appointment such as LCO employees must apply to the external posting.

DUTIES:

Has responsibility for management and maintenance of the LAN in the Regional Census Center (RCC) and the Local Census Offices (LCOs). Manages the users of the system, creating and deleting users as appropriate, providing access rights to applications, files, and system devices. Trouble-shoots problems and resolves them if possible; initiates problem resolution procedures as necessary. May assist with installation of the LANs in the RCC and/or LCO. Conducts feasibility studies and recommends course of action. Reviews requirements of projects to determine objectives of the program, concepts, nature of the unprocessed data, and processes required in support of the computer effort in order to organize work processes and problems for computer solution. Oversees the creation of general utility routines and systems and independently develops the more complex routines and detailed sequences of internal program logic by coding, testing and debugging. Provides user training. Responsible for a full range of

system administration/management of the Division's NOVELL Netware office automation LAN administration/management of the Division's production system environment.

QUALIFICATIONS:

You may qualify for a position based on your education, experience, or a combination of both.

GG-5:

- **Experience:** Three years of general experience equivalent to the next grade level that provided a basic knowledge of data processing functions and general management principles that enabled the applicant to understand the stages required to automate a work process.
- **Education:** Four year course of study leading to a bachelor's degree with major study in computer science, information science, information system management, mathematics, statistics, operations research, engineering, or course work that required the development or adaptation of computer programs and systems and provided knowledge equivalent to a major in the computer field.

GG-7:

- **Experience:** Applicant must have one year of specialized experience equivalent to the next lower grade in translating detailed logical steps developed by others into language codes that computers accept, operating computer consoles, scheduling the sequence of programs to be processed by computers, and preparing documentation on cost/benefit studies including summarizing the material and organizing it into logical fashion
- **Education:** One full year of graduate education or superior academic achievement with major study in computer science, information science, information system management, mathematics, statistics, operations research, engineering, or course work that required the development or adaptation of computer programs and systems and provided knowledge equivalent to a major in the computer field.

GG-9:

- **Experience:** Applicant must have one year of specialized experience equivalent to the next lower grade that demonstrated knowledge of computer requirements and techniques in carrying out project assignments which involve the development of minor modifications to parts of a system, analyzing the interrelationships of pertinent components of the system; planning the sequence of actions necessary to accomplish the assignment.
- **Education:** Two full years of progressively higher level graduate study or a master's degree in one of the following majors: computer science, information science, information systems management, mathematics, statistics, operations research, engineering, or another major which provided knowledge equivalent to major in a computer field.

GG-11:

- **Experience:** Applicant must have one year of specialized experience equivalent to the next lower grade that demonstrated knowledge of computer approaches, techniques, and requirements appropriate to an assigned computer application area, planning the sequence of actions necessary to accomplish the assignment where this entailed coordination with others outside the organizational unit and development of project controls, adapting guidelines or precedents to the needs of an assignment.
- **Education:** Three full years of progressively higher-level graduate education leading to a Ph.D., or equivalent doctoral degree with major study in computer science, information science, information systems management, mathematics, statistics, operations research, engineering, or course work that required the development or adaptation of computer programs and systems and provided knowledge equivalent to a major in the computer field.

GG-12:

- **Experience:** Applicant must have one year of specialized experience equivalent to the next lower grade that demonstrated accomplishment of computer project assignments that required a wide range of knowledge of computer requirements and techniques that include analyzing a number of alternative approaches in the process of advising

management concerning major aspects of ADP system design such as system inter-relationship, operating mode, system software, and/or equipment configuration.

- **Education:** No substitution of education for experience is permitted.

Specialized experience is defined as follows: Experience which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and which is typically in or related to the position to be filled. To be creditable, specialized experience must have been at least equivalent to the next lower grade level.

You may qualify for a position based on your education, experience, or a combination of both. If qualifying based on education, you **MUST** submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number or credit hours. Applicants selected for position will be required to supply original transcripts.

EVALUATION CRITERIA: You will be evaluated to determine if you meet the minimum qualifications required; and on the extent to which your application shows that you possess the knowledges, skills, and abilities associated with this position as defined below. When describing your knowledges, skills, and abilities, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possessed, the level of the people you interacted with, the sensitivity of the issues you handled, etc. Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. **To be considered, applicants must submit a separate, individual statement addressing each of the following:**

- 1. Experience with system management responsibilities of a Local Area Network (LAN) connectivity and network operating systems.
- 2. Experience with the design, implementation, backup, security and contingency planning, resource allocation of disk and users, installation of LAN hardware and operating system software.
- 3. Experience using and supporting Novell's Netware 5.x and MicroSoft's Windows desktop operating system.

For further information on this vacancy you may contact, Brendan P. Haymaker, HR Specialist at 972-755-3568

How To Apply:

You must submit your application so that it will be received by the closing date of the announcement.

Please submit a narrative response to each evaluation criteria listed. Your response should describe what you did, how often you performed this activity, the guidelines available, the complexity of the assignment, and who you performed the activity for or with.

Submit a narrative statement responding to the evaluation criteria identified in the announcement. This

information will be used to determine your eligibility and/or rating and is required.

Each application must consist of the following 4 documents:

- (1) a completed Application for each grade level applied; Optional Application for Federal Employment (OF-612) **OR** a resume, listing your work duties and accomplishments relating to the job for which you are applying. If only one application is received, you will be considered only for the lowest grade level in your application.
- (2) Individual statement addressing the evaluation criteria statements.
- (3) College Transcripts (if education is used as a qualification factor);
- (4) Declaration for Federal Employment (OF-306).

The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin number, title, and lowest grade acceptable
- Full name, mailing address (including email and zip code), day and evening phone numbers (with area code).
- Social Security number
- Country of citizenship (**this Federal job requires U.S. citizenship**).
- Veteran's Preference – Applicants claiming 10-point veteran's preference **MUST** submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point veteran's preference. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference. For more information on Veterans' Preference, visit OPM website: <http://www.opm.gov/veterans/html/vetguide.asp>
- Highest Federal civilian grade held (if applicable)
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience include: job title,

series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.

- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.

Disabled veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling (972) 755-3568.

APPLICATION DEADLINE: All applications must be received by the closing date of the recruiting bulletin. Applications received after this due date will not be considered. Submit all applications to the address listed below:

Bureau of the Census

Dallas Regional Census Center

2777 N. Stemmons Freeway, Suite 200

Dallas, Texas 75207

ATTN: Brendan P. Haymaker, HR Specialist

CONDITIONS OF EMPLOYMENT:

Payment of relocation expenses IS NOT authorized.

- This is a Mixed-Tour work schedule, which may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign an agreement outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status.

- Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
- Public law requires all new appointees to present proof of identity and employment eligibility.
- **ADDITIONAL INFORMATION:** Employees who receive a Voluntary Separation Incentive Payment (VSIP) or Buyout and subsequently return to a position in a Federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount of the buyout to the agency that paid it.

**THE U.S. DEPARTMENT OF COMMERCE / BUREAU OF THE CENSUS IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER
1-800-835-9752 EXT 34428
TDD (214) 655-5363**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.